

# Maria Zetina

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872-706-0055

## EDUCATION

### Agnes Scott College

*Bachelor of Arts in Psychology and Spanish*

GPA: 3.76

**Decatur, GA**

Expected May 2019

*Honors:* Awarded four-year full tuition Posse Foundation Scholarship based on academic merit; Member of Psi Chi (Psychology), Omicron Delta Kappa (Leadership), and Beta Kappa Chi (STEM) Honor Societies

## EXPERIENCE

### Office of Internship and Career Development, Agnes Scott College

*Employer Relations Intern*

**Decatur, GA**

August 2018-Present

- Provide excellent customer service by greeting all visitors, promoting upcoming events, and answering questions
- Research prospective employers for Agnes Scott students and assist in preparing for and hosting employers on campus
- Use ATS, an applicant tracking system, to review and print resumes and cover letters

### Department of Spanish, Agnes Scott College

*Tutor*

**Decatur, GA**

August 2017-Present

- Selected by faculty to support students in developing their speaking and writing skills in Spanish
- Host 10 open hours each week for individual and group tutoring sessions
- Assist faculty with administering tests for students

### Aramark

*Facility Management / Human Resources (HR) Intern*

**Chicago, IL**

June 2018-August 2018

- Performed HR administrative duties such as email correspondence, filing, record keeping, scanning, and photocopying
- Translated various training files from English to Spanish, such as the "Navy Pier Orientation" information and PowerPoint
- Used Kronos to schedule, create groupings, and review and update employee's work time
- Used iCIMS to send offer letters to hired applicants
- Observed the management of Navy Pier (the 4th most visited touristic site in Chicago) and McCormick Place (the largest convention center in North America)

### Dental Technologies, Inc.

*Production Worker*

**Lincolnwood, IL**

May 2017-August 2017

- Followed all safety rules and regulations, including cGMP and EHS guidelines, to ensure product quality and consistency
- Maintained line speed and packaging standards including bottling, capping, labeling, and packaging products into shippers and forming pallets

## CAMPUS LEADERSHIP

### Freedom at Agnes, Agnes Scott College

*Vice President*

**Decatur, GA**

January 2017-May 2018

- Co-wrote and co-founded student organization to empower, inform, and support individuals that are marginalized based on their legal citizenship
- Help the President oversee meetings and assist with events

## SKILLS

- Bilingual Fluency in Spanish and English: speaking, writing, and reading
- Proficient in Kronos; iCIMS; Microsoft Word, PowerPoint, and Excel